

## Sync Your Midstate College Email to iOS Device What

you will need:

Apple device running a current version of iOS

Your Midstate College username (e.g. jqpublic), email address (e.g. jqpublic@midstate.edu) and password

Step 1: Navigate to your home screen on your iOS device

Step 2: Open your settings

Step 3: Select Accounts & Passwords

Step 4: Select Add Account...

Step 5: Choose Exchange

Step 6: Enter your Midstate College email address and an optional description

Step 7: Select "Next"

Step 8: Enter the following information:

Email: (already filled in)

Server: mail.midstate.edu

Domain: midstate

Username: (your Midstate College username)

Password: (your Midstate College password)

Description: (already filled in)

Step 9: Select "Next"

Step 10: Choose what you would like to sync from your Midstate account (mail, contacts, calendar, and reminders)

Step 11: You can set additional settings if you wish by going back to Mail, Contacts, and Calendars

Additional settings explained:

Fetch New Data: This setting allows you to set when you wish to receive an email. Push means that as soon as it comes into the server it will go to your phone.

Default Account: This will be the account emails will be sent from by default